



GSA Greater Southwest Region

MEMORANDUM TO: All Tenants, ARK-LA-TEX Service Center

FROM: Leenette Wilke, Assistant Property Manager

DATE: February 24, 2011

SUBJECT: Posting of Signs in Federal Buildings

Federal Agencies, and tenants, may request approval to post signs, flyers, or posters at the GSA Office or by contacting your GSA Building Manager. All signage must be approved prior to being posted in any public area of a federal building. Signage inside tenant agency space must be approved by following your agency's procedures.

Sign, posters, flyers, and other notices cannot be attached to building surfaces by tape or other products. Bulletin boards and easels are provided for your convenience. Agencies and individuals will be responsible for any damage caused by improper placement.

Do not hesitate to contact my office if you have any questions regarding this notice. I can be reached at 501 324-5226, ext 114 or leenette.wilke@gsa.gov. We appreciate your support in this matter.

U.S. General Services Administration
Public Buildings Service
ARK-LA-TX Service Center
700 W. Capitol Avenue, Room 3423
Little Rock, AR 72201